

# Ryan White EMA Planning Council

New Haven and Fairfield Counties



Caesar Moffett, Jr. & Andrew Lyons, Co-Chairs

## Membership/ Finance Committee Meeting Minutes

**Meeting Date:** Thursday, January 3, 2013  
**Start Time:** 12:14pm  
**End Time:** 1:35pm  
**Location:** The Greek Olive  
**Presiding Chair:** Andrew Lyons  
**Recorder:** Sara Seaburg

### Summary of Committee Votes

- Approval of October 4 and November 1, 2012 meeting minutes

### Council Member Assignments

- Attend Committee/Council meetings as outlined in the Council By-Laws
- Recruit/Promote Planning Council to increase PLWHA participation

### Staff Member Assignments

- Facilitate Council Membership Process
- Maintain Attendance Records for all meetings
- Maintain Council Reflectiveness "Grid"

#### (1.0) Moment of Silence

Andrew Lyons called the meeting to order at 12:14pm. A moment of silence was observed in recognition of all who have been affected by HIV/AIDS

#### (2.0) Welcome and Introduction

All participants introduced themselves.

#### (3.0) Co-Chair Announcements

- All future meetings will be held at the Burrough's Community Center in Bridgeport
- All attendance resets for the new calendar year

#### (4.0) Approval of October 4 and November 1, 2012 Meeting Minutes

A motion to approve the October 4, 2012 minutes was made by Leif Mitchell and seconded by Brian Kuerze

**For: 4–** Cousar, Kuerze, Mitchell, Ortiz

**Against:** - none

**Abstain: 5–** Datcher, Lee, Lyons, Moffett, Montgomery

A motion to approve the November 1, 2012 minutes was made by Caesar Moffett, Jr. and seconded by Kenny Cousar

**For: 3–** Cousar, Moffett, Ortiz,

**Against:** - none

**Abstain: 6–** Datcher, Kuerze, Mitchell, Lyons, Montgomery, Lee



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**(5.0) New Business/Old Business**

**a. Review Membership/Finance PCAT**

The Committee reviewed the PCAT and determined it was on target with all assigned activities.

**b. Review the Timing of All Changed Items on 2013 PCAT**

- Membership Training will take place in May and November
- Consumer Forums will be held in June and December
- Carryover Request will take place in November

**c. Manage Membership Application Process**

We have 6 new applications that have come in from the Consumer Forum in Waterbury and applicants will be contacted and invited to participate in meetings. We also have a new application that was discussed where the applicant has been invited to attend meetings and is expected to be at the Quality Improvement meeting on January 4<sup>th</sup> and also attend the Planning Council Meeting on January 11<sup>th</sup>.

There was a motion to move into executive session to discuss these applications by Leif Mitchell and seconded by Ronald Lee

**For: 9**– Cousar, Moffett, Ortiz, Datcher, Kuerze, Mitchell, Lyons, Montgomery, Lee

**Against: 0**

**Abstain: 0**

There was a motion to come out of executive session by Leif Mitchell and seconded by Brian Datcher

**For: 9**– Cousar, Moffett, Ortiz, Datcher, Kuerze, Mitchell, Lyons, Montgomery, Lee

**Against: 0**

**Abstain: 0**

**d. Assist with Membership Recruitment Campaign**

The Consumer Forum was held at Waterbury Hospital in December and was successful. There were 25 attendees and feedback was good. We acquired 6 new applications for Planning Council.

**e. Review Planning Council Feedback/Feedback Form**

The Committee reviewed the Planning Council Feedback Form from the October 12, 2012 and November 9, 2012 Planning Council meetings. Feedback was good and there were no additional comments.

**f. Review PC Member Attendance**

The Committee reviewed this year's attendance for the Planning Council and committee meetings and all members are accurately reported. All attendance will reset due to the new calendar year. Ric Browne had perfect Planning Council attendance in 2012.

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**g. Analyze PC Membership for Federal Reflectiveness Mandate**

The Committee reviewed the reflectiveness of the Planning Council. We are still hoping the fill the State Medicaid rep on Planning Council. Joanne offered to see if any of her contacts in Bridgeport can help us with this.

**(6.0) Grantee’s Report**

Tom Butcher, Program Director reported that they are submitting 3 rfps for services, planning council support and quality improvement. He also explained to the committee what is involved in the carryover request and that this year’s carryover request in the amount of \$22,000 was made for labs.

**(7.0) Adjournment**

The meeting adjourned at 1:35pm.

**Attendance Record – 2013**

	<b>Council Member</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>
1.	Ric Browne										
2.	Kenneth Cousar	Y									
3.	Brian Datcher	Y									
4.	Heidi Jenkins										
5.	Tom Kidder										
6.	Brian Kuerze	Y									
7.	<i>Beverly Leach PC Co-Chair</i>										
8.	Ronald Lee	Y									
9.	Andrew Lyons	Y									
10.	<i>Leif Mitchell PC Co-Chair</i>	Y									
11.	<b>Caesar Moffett, Jr. Co-Chair</b>	Y									
12.	Joanne Montgomery	Y									
13.	Alex Ortiz	Y									
14.	Christine Romanik										
15.	Ray Ruiz Jr.										
16.	Robert Sideleau										
17.	John Sousa										
18.	Roberta Stewart										
19.	Ken Teel										
20.	Dennis Torres										
21.	Ryan White Office	Y									
22.	Planning Council Staff	Y									
23.	% of Council present:	45%									